FIRE PROTECTION TRAINING

4022.1

(No. 8 May 1999)

The firefighting portion of the department's Training Plan consists of a series of courses covering mandatory and specialized subjects required to meet the detailed needs of CAL FIRE's firefighting personnel.

CAL FIRE FIREFIGHTER I - BASIC

4022.1.1

(No. 8 May 1999)

Course Description: Provides a basic firefighter course oriented toward the equipment utilized on CAL FIRE engines. Fundamentals of wildland fire control and techniques of controlling other emergency incidents are covered with a strong safety perspective. The course is structured with a maximum emphasis on demonstration, student application and performance examinations.

Course Objectives

- Provide the firefighter with the knowledge and skills to safely perform the tasks required of CAL FIRE Firefighter I.
- Prepare the firefighter to perform essential fireground tasks with supervision.
- Prepare the firefighter to use, inspect and maintain firefighting equipment.
- Provide the firefighter an opportunity to demonstrate the skills, knowledge and abilities required of routine and emergency firefighting operations.

Target Audience: Newly hired CAL FIRE Firefighter I

Course Length: 67 Total Hours (41 Hours Classroom, 3 Hours Written Examinations, 15 Hours Drill, 8 Hours Performance Examinations)

Prerequisite: 18 years of age

Level: Units

BASIC FIRE CONTROL – 1A (BFC 1A)

4022.1.2

(No. 15 May 2001)

Course Description: This course addresses basic administrative topics such as EEO, progressive discipline and leadership. CAL FIRE Firefighter's and JAC Orientation are also covered. The students are taught basic structure of the incident command system (I-200).

Target Audience: Newly appointed permanent firefighters.

Course Length: 1 week

Prerequisites: CAL FIRE Firefighter I – Basic Certificate; Hazardous Materials – First

Responder

Level: Academy

BASIC FIRE CONTROL – 1B (BFC 1B)

4022.1.3

(No. 15 May 2001)

Course Description: This primary focus of this course is directed at preparing the firefighter in the basic duties of firefighting. The course includes personal protection, SCBA, ladders, and hose evolutions. Exposure to confined space operations is presented during the second week. Fire behavior, LPG fires, structure fire fighting and vehicle extrication are also taught. Live structure fire burns and multi-company engine evolutions complete the final week.

Target Audience: Newly appointed permanent firefighters.

Course Length: 3 weeks

Prerequisites: CAL FIRE Firefighter I Basic Certificate; Hazardous Materials – First

Responder

Level: Academy

BASIC FIRE CONTROL - 2A (BFC 2A)

4022.1.4

(No. 15 May 2001)

Course Description: A three-week course for driver/operator instruction. Basic driving, off road, and preventive maintenance are covered initially. The students then move to pumping and hydraulics. The final week involves all risk scenarios and multi-company drills. Upon completion of this course, the student will be eligible as a Limited Term Engineer.

Target Audience: Those selected to become CAL FIRE Permanent and/or Limited Term (LT) Engineers.

Course Length: 3 weeks

Prerequisites: CAL FIRE Firefighter I Basic Certificate, Valid Class B (Commercial or Firefighter) California Driver's License with tank and airbrake endorsements. Driving permits are not acceptable.

Level: Academy

BASIC FIRE CONTROL – 2B (BFC 2B)

4022.1.5

(No. 15 May 2001)

Course Description: The final three-week course completes the Basic Fire Control series. The first half of the course involves Intermediate Fire Behavior (S-290), wildland strategy and tactics, and fighting fire in the interface zone. The course includes structure fire and all risk strategy and tactics. The final week is simulation-intensive and focuses on the company officer's responsibility while conducting operations involving multi-company resources. Emphasis is placed on rapid fireground decision-making, incident command and control, safety and personal accountability.

Target Audience: Those selected to become CAL FIRE Permanent and/or Limited Term (LT) Engineers.

Course Length: 3 weeks

Prerequisites: BFC 1A, BFC 1B, and BFC 2A

HEAVY FIRE EQUIPMENT OPERATION

4022.1.6

(No. 15 May 2001)

Course Description: This course consists of a series of modular training components designed to prepare the participant for heavy fire equipment operation, and maintenance of heavy fire equipment with the goal of developing the ability to make and apply sound decisions during fire suppression and other emergency situations. Also provides fundamental training for performance as Dozer Strike Team Leader.

Target Audience: Personnel who operate heavy equipment in a fire or an emergency environment.

Course Length: 6 weeks

Prerequisites: Valid Class A California Driver's License. Good operating skills of medium-sized dozers in rough terrain.

Level: Academy

EMERGENCY COMMAND CENTER (ECC) OPERATIONS 4022.1.7

(No. 8 May 1999)

Course Description: Prepares Emergency Command Center/Dispatch personnel to operate consoles and related communications equipment efficiently during emergency conditions. Provides a knowledge of dispatching procedures and policies, operation of communications consoles, computers, communications systems, stress management,

running cards, maps, and status systems, telephone interrogation, resource acquisition, and the responsibilities of the operator during emergency and non-emergency situations. Includes hands-on experience in the dispatch simulator and computer laboratory.

Target Audience: Personnel assigned to Emergency Command Centers (ECC)

Course Length: 15 days (116 hours)

Prerequisites: Prerequisites are current ECC assignment or selection to fill an anticipated vacancy within 12 months. Participants must also have demonstrable computer skills and basic exposure to console operations, alarm handling, resource identification, agency/interagency orientation, principles of status keeping, and protocol.

Note: All students should be familiar with the Emergency Command Center Procedures Handbook - Procedures 300, 302, 340, 360, 320, and 327.

Level: Academy

HELITACK TRAINING (TO BE WRITTEN)

4022.1.8

(No. 8 May 1999)

Course Description:

Course Objective(s):

Target Audience:

Course Length:

Prerequisites:

Level: Region

AIR ATTACK MANAGEMENT

4022.1.9

(No. 8 May 1999)

Course Description: Enables personnel to perform and manage functions of the air attack program. Provides basic aviation orientation including FAA regulations, in-depth application of policy and procedures required for program administration, and planning and coordinating the safe use of rotary and fixed-wing aircraft on emergency incidents. This course satisfies the training requirements for the following ICS positions: I-374 Helicopter Coordinator, I-376 Airtanker Coordinator and I-378 Air Attack Supervisor. In

addition to classroom lecture and problem solving, each student takes part in 8 hours each of flight exercise, simulations and program administration.

Target Audience: Individuals assigned to Air Attack Operations or Air Attack Bases.

Course Length: 10 days (72 hours)

Prerequisites: Basic ICS (I-200/220), Basic Fire Control - Fire Fighter Module, S-290 Intermediate Wildland Fire Behavior, Strike Team Leader (I-330, I-333, 334, or 335)

Level: Academy

S-234 FIRING METHODS AND PROCEDURES

4022.1.10

(No. 15 May 2001)

Course Description: This course is designed to provide students with the knowledge and skills necessary to be successful when engaged in immediate need firing operations. This will be done though classroom and live fire field exercises.

Course Objective(s): Upon completion of this course students will be able to:

- Describe roles, responsibilities and authority for the use of fire as a fire control method.
- Describe the commonly used firing devices, their characteristics, application, safety and transportation requirements, maintenance needs and availability.
- Be able to develop a firing plan demonstrating the knowledge of fire spread, firing techniques, hazards and resource needs.

Target Audience: Company and Field Chief Officers

Course Length: 24 hours

Prerequisites: BFC 1A, BFC 1B, AND BFC 2A; S-290 Intermediate Wildland Fire

Behavior or an agency equivalent course; Incident Management 1

Level: Region

INCIDENT MANAGEMENT 1 - Leading the Initial Response 4022.1.11 (No. 15 May 2001)

Course Description: This course is designed to give the participant the information and skills necessary to perform size-up, develop and implement an action plan, transfer command and organize an incident using the incident command system

Course Objective(s): At the end of the course the student will be able to lead an initial incident response.

Target Audience: Company officers or driver/operators who serve as incident commanders at initial response incidents. This course is part of the CAL FIRE FAE JAC syllabus.

Course Length: 24 hours

Prerequisites: Completion of CAL FIRE BFC 1A, BFC 1B, AND BFC 2A and Basic ICS (I-100) or above; or one year as a volunteer driver/operator or volunteer company officer.

Level: Region

INCIDENT MANAGEMENT 2

4022.1.12

(No. 15 May 2001)

Course Description: Provides an introductory all-risk control course stressing the management decision making responsibilities of the initial attack Incident Commander. The participants plan, organize, direct and control their resources to meet a series of emergency situations ranging from medical to hazardous material, and wildland fire to structural fire control.

Target Audience: Company Officers, Forestry Assistant II, Forester I, Heavy Fire Equipment Operator.

Course Length: 5 days (32 hours)

Prerequisites: Basic Fire Control - BFC 1A, BFC 1B, AND BFC 2A; S-290 Intermediate Wildland Fire Behavior or an agency equivalent course; Incident Management 1; Basic ICS (I-200 or I-220).

Level: Academy

INCIDENT MANAGEMENT 3

4022.1.13

(No. 15 May 2001)

Course Description: Application of the "plan, organize, direct, and control" concept to extended attack wildland incidents. Course covers effective emergency communications; capabilities of suppression resources; and estimation of fire strategy situations. Utilizes extensive hands-on experience and simulation. Pre-work consists of approximately 12 hours of study on fire weather, fire control and pre-course exam.

Target Audience: Chief officers and selected company officers.

Course Length: 5 days (36 hours)

Prerequisites: Basic Fire Control - BFC 1A, BFC 1B, AND BFC 2A; S-290 Intermediate Wildland Fire Behavior or an agency equivalent course; Incident Management 1 & 2; Basic ICS (I-200 or I-220).

Level: Academy

FIRE CREW CAPTAIN

4022.1.14

(No. 15 May 2001)

Course Description: Course includes familiarization with cooperating agencies, custodial and staff responsibilities for working with incarcerated individuals, recognition of and dealing with counterproductive behavior and fire crew supervision. It will provide information on crew utilization during emergency operations, wildland fire behavior, handline construction and chain saw and fire operations. This course also includes fire crew firefighting tactics, safety, documentation, crew organization and training.

Target Audience: Fire Crew Captains

Course Length: 10 days

Prerequisites: None

Level: Academy

DEFENSIVE DRIVER TRAINING

4022.1.15

(No. 8 May 1999)

Course Description: A diverse group of presentations designed to promote safe driving practices among department employees. Decentralized prepared courses include a programmed text for participants, a course administrator's guide, recommended films and complete written and performance testing criteria. Additionally, individual units are encouraged to seek new ways to increase the professionalism of their drivers by targeting course materials to specific accident-causing problems.

Target Audience: Frequent drivers shall attend and successfully complete an approved defensive driver training course at least once every four years. Employees who have a record of traffic violations and/or accidents shall attend and successfully complete an approved defensive driver training course at least once every two years. Other employees may be scheduled for the classes based on the agency safety requirements and the availability of classroom facilities.

Course Length: 4 hours minimum

Prerequisites: Valid California driver's license.

FIRE INSTRUCTOR IA (INSTRUCTIONAL TECHNIQUES, PART 1)

4022.1.16

(No. 8 May 1999)

Course Description: This is the first of a two course series and is the standard State Board of Fire Services accredited course as offered in community colleges. Topics include occupational analysis, course outlines, concepts of learning, levels of instruction, behavioral objectives, using lesson plans, the psychology of learning and evaluation of effectiveness. Activities include student teaching demonstrations. This course applies to FIRE OFFICER, FIRE INSTRUCTOR I and PUBLIC EDUCATION OFFICER II certifications.

Target Audience: Company officers and personnel preparing for a departmental Training Officer or Public Education Officer position, or a community college teaching credential.

Course Length: 5 days (40 hours)

Prerequisites: None

Level: Unit

FIRE INSTRUCTOR IB (INSTRUCTIONAL TECHNIQUES, PART 2)

4022.1.17

(No. 8 May 1999)

Course Description: This is the second in a two course series and is the standard State Board of Fire Services accredited course as offered in community colleges. Topics include: preparing course outlines, establishing levels of instruction, constructing behavioral objectives and lesson plans, instructional aid development, fundamentals of testing and measurements, tests planning, evaluation techniques and tools. Activities include student teaching demonstrations. This course applies to FIRE OFFICER, FIRE INSTRUCTOR I and PUBLIC EDUCATION OFFICER II certifications.

Target Audience: Company officers and personnel preparing for a departmental Training Officer or Public Education Officer position, or a community college teaching credential.

Course Length: 5 days (40 hours)

Prerequisites: Instructor 1A

COMMUNICABLE DISEASE TRANSMISSION AND PREVENTION AWARENESS

4022.1.18

(No. 8 May 1999)

Course Description: The purpose of this training is to instill knowledge of the CAL FIRE exposure plan, uniform precautions, disease transmission, and medical legal aspects.

Course Objective(s):

Target Audience: All CAL FIRE employees [ref. California Labor Code 6300 et.al]

Course Length:

Prerequisites: None

Level: Unit

PUBLIC SAFETY FIRST AID TRAINING

4022.1.19

(No. 8 May 1999)

Course Description: Basic first aid techniques

Course Objective(s): To meet the minimum training requirement for public safety

agencies set forth in Health and Safety Code

Target Audience: Firefighters I through selected chief officers

Course Length: 24

Prerequisites:

Level: Unit

PUBLIC SAFETY CPR TRAINING

4022.1.20

(No. 8 May 1999)

Course Description: Basic Cardio-Pulmonary Resuscitation (CPR) technique

Course Objective(s): To meet standards promulgated by the American Heart

Association and/or the American Red Cross for performing CPR.

Target Audience: Firefighters I through selected chief officers

Course Length: 4 hours

Prerequisites: current Public Safety CPR certification

Level: Unit

PUBLIC SAFETY CPR REFRESHER TRAINING

4022.1.21

(No. 8 May 1999)

Course Description: Basic Cardio-Pulmonary Resuscitation (CPR) technique. The refresher training is a minimum 4-hour course that is comprised of the technical and manipulative curriculum contained in the primary Public Safety CPR course.

Course Objective(s): To reinforce emergency cardiac care procedures and techniques currently considered within the scope of the public safety provider

Target Audience: Firefighters I through selected chief officers

Course Length: 4 hours

Prerequisites: Current Public Safety CPR certification

Level: Unit

FIRST RESPONDER MEDICAL TRAINING

4022.1.22

(No. 8 May 1999)

Course Description: The CAL FIRE First Responder course is an Emergency Medical Services Authority certified course designed to develop basic life-support knowledge and skills to improve the quality of care rendered to victims of accidents or illness. The course provides a basic understanding of human anatomy and physiology but the emphasis is on recognition and treatment of signs and symptoms. Course includes three hours of Communicable Disease Awareness training. Students must complete eleven medical performance skills and pass a written exam.

Target Audience: Firefighters I through selected chief officers are required to have First Responder medical training.

Course Length: 53 hours

Prerequisites: Current CPR certification.

FIRST RESPONDER MEDICAL REFRESHER TRAINING 4022.1.23

(No. 8 May 1999)

Course Description: First Responder Medical Refresher training is a review of the emergency care procedures and techniques currently considered to be within the responsibility of a first responder providing emergency medical care. The refresher training is a 24-hour course that is comprised of curriculum contained within the primary First Responder Medical Course, Communicable Disease, Sudden Infant Death Syndrome and Cardiopulmonary Resuscitation Certification. The standard is established through a set of objectives which must be met to ensure continuing competency of the individual First Responder.

Course Objective(s):

Target Audience: Firefighters I through selected chief officers are required to have First Responder medical training.

Course Length: 24 hours

Prerequisites: First Responder Medical Aid (FRMA), Current CPR certification

Level: Unit

FIRST RESPONDER CHALLENGE PROCESS

4022.1.24

(No. 8 May 1999)

Course Description: Recertification through the challenge process is based on existing competency and does not allow for improved proficiency of current skills or the introduction of new standards, techniques or procedures. The challenge process will consist of testing each student on all of the following examinations: Patient Evaluation, C-Spine/longboard, Traction Splint (ferno or sager), Oxygen therapy/Airway management,Bleeding Control, C-Spine/KED, Helmet Removal, Extremity Splinting, and Emergency Childbirth. The challenge exam process may only be used for alternate certification renewals. A full refresher course must be attended every 4 years

Course Objective(s):

Target Audience: Persons holding current First Responder Medical Aid (FRMA) and Current CPR certification who wish to challenge attendance at a refresher training.

Course Length:

Prerequisites: First Responder Medical Aid (FRMA), Current CPR certification

HAZARDOUS MATERIALS FIRST RESPONDER OPERATIONAL

4022.1.25

(No. 8 May 1999)

Course Description: Defensive tactics to contain the release from a safe distance and keep it from spreading and prevent exposures without trying to stop the release. Meets and exceeds the requirements of CFR 29 1910.120 and CCR Title 8.

Course Objective(s):

Target Audience: Individuals who respond to releases (or potential releases) of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, the environment, or property.

Course Length: 36 hours

Prerequisites: None

Level: Unit

HAZARDOUS MATERIALS INCIDENT COMMANDER

4022.1.26

(No. 8 May 1999)

Course Description:

Course Objective(s):

Target Audience: Persons who will assume control of the incident scene beyond the First Responder Awareness level.

Course Length: 36 hours

Prerequisites:

Level: Region

FORESTRY EQUIPMENT MANAGEMENT

4022.1.27

(No. 8 May 1999)

Course Description: Brings department equipment maintenance and development personnel together with various equipment manufacturers for the purpose of solving maintenance and repair problems and improving maintenance techniques. The Forestry Equipment Manager in charge of maintenance and repair selects representatives from major manufacturers to present training on subjects having statewide significance.

Target Audience: Fire Equipment Managers.

Course Length: 5 days (32 hours)

Prerequisites: None

Level: Unit

HEAVY EQUIPMENT MECHANIC SERIES

4022.1.28

(No. 8 May 1999)

Course Description: Brings department equipment maintenance and repair personnel together with various equipment manufacturers for the purpose of solving maintenance and repair problems and improving maintenance techniques. The Forestry Equipment Manager in charge of maintenance and repair selects representatives from major manufacturers to present training on subjects having statewide significance with the eventual goal of becoming a state certified Fire Mechanic.

Target Audience: Heavy Equipment Mechanics and others responsible for repair and maintenance of fire equipment.

Course Length: 5 days (32 hours)

Prerequisites: None

Level: Unit

INTRODUCTION TO AIR ATTACK

4022.1.29

(No. 8 May 1999)

Course Description: Familiarizes fire-going personnel with the capability and tactical use of both rotary-wing and fixed-wing aircraft. Safety for both aircraft and ground personnel is stressed.

Target Audience: Mandatory for all personnel who may be assigned to a wildland fire.

Course Length: As a minimum, consists of Basic Air Attack (FC-100) and Basic Helitack (FC-101) slide-tape.

Prerequisites: None

FIRE PREVENTION TRAINING (LAW ENFORCEMENT) 4022.2

(No. 8 May 1999)

The fire prevention portion of the department's training plan consists of a series of courses covering fire prevention and law enforcement, supplemented by specialized courses designed to provide detailed training in technical fire prevention subjects.

ADVANCED OFFICER (P.O.S.T. CERTIFIED)

4022.2.1

(No. 15 May 2001)

Course Description: Updates Peace Officer in a variety of law enforcement subjects, including, but not limited to, new techniques in arson detection, arrests, legislative mandates, and general law enforcement subjects.

Target Audience: Mandatory for Peace Officers who have not had an Advanced Officer, technical course or the P.O.S.T. Basic course for 2 years.

Course Length: 5 days (32 hours)

Prerequisites: Peace Officer status.

Level: Academy/Unit

ARSON/BOMB INVESTIGATION 1A

4022.2.2

(No. 8 May 1999)

Course Description: Prepares participant to successfully carry out the responsibility of arson detection and establish the foundation for an in-depth arson investigation. The course also serves as the initial phase of training for persons who intend further study to become fire and arson investigators.

Target Audience: Employees with fire investigation responsibilities.

Course Length: 5 days (40 hours)

Prerequisites: None

Level: Academy

ARSON/BOMB INVESTIGATION 1B (P.O.S.T. CERTIFIED) 4022.2.3

(No. 8 May 1999)

Course Description: Prepares participant to successfully carry out the responsibility of

arson detection and investigation. The scope of the course ranges from an understanding

of fire behavior and determining the cause and origin of fire, to the types and uses of laboratory services available to the investigator. Includes the responsibilities of an investigator to conduct a thorough fire scene investigation.

Target Audience: Employees with fire investigation responsibilities.

Course Length: 5 days (40 hours)

Prerequisites: Arson Investigation I or permission of the Director of FP/LE Training.

Level: Academy

ARSON/BOMB INVESTIGATION 2A (P.O.S.T. CERTIFIED) 4022.2.4 (No. 8 May 1999)

Course Description: Prepares participant to conduct criminal investigations specializing in arson. Subjects are criminal law, laboratory services, search and seizure, and other activities aiding in criminal investigation.

Target Audience: Employees with extensive fire investigation responsibilities.

Course Length: 5 days (40 hours)

Prerequisites: Arson Investigation I and II or permission of the Director of FP/LE

Training.

Level: Academy

ARSON/BOMB INVESTIGATION 2B (P.O.S.T. CERTIFIED) 4022.2.5 (No. 8 May 1999)

Course Description: The culmination of Arson Investigation courses series. Emphasizing practical investigation problems, each participant actually prepares a case report after investigating a fire. The report is reviewed by an attorney and is presented In most court.

Target Audience: Employees with extensive fire investigation responsibilities.

Course Length: 5 days (40 hours)

Prerequisites: Arson Investigation I, II, and III or permission of the Director of FP/LE

Training.

Level: Academy

FIREARMS INSTRUCTOR (P.O.S.T. CERTIFIED)

4022.2.6

(No. 8 May 1999)

Course Description: Prepares participant to manage a firearms range. Instruction includes range safety, combat shooting with handguns and shotguns, instructional techniques and care and cleaning of weapons.

Target Audience: Peace Officers in prevention selected to conduct the CAL FIRE qualification course and firearms training.

Course Length: 5 days (40 hours)

Prerequisites: Peace Officer status. Must shoot a qualifying score on modified bulls eye course of fire on first day of training in order to enter course. Must be a competent shooter.

Level: Academy

NOTE: This course prepares competent shooters to become instructors.

PEACE OFFICERS STANDARDS AND TRAINING BASIC ACADEMY

4022.2.7

(No. 15 May 2001)

Course Description: Prepares participant for appointment as a Peace Officer. Instruction covers all areas as mandated by the Commission on Peace Officer Standards and Training (P.O.S.T.): professional orientation, police-community relations, law, laws of evidence, communications, vehicle operations, force and weaponry, patrol procedures, traffic, criminal investigation, custody, physical fitness and defensive tactics.

Target Audience: Employees who will perform Peace Officer duties.

Course Length: 18 weeks

Prerequisites:

- Completed background check as required by the Commission on Peace Officer Standards and Training. If background check information is delayed, a student can be admitted to the course with permission of the Academy Administrator or the Director of Fire Prevention/Law Enforcement Training.
- Currently valid first aid and C.P.R. cards must be held by student. This will be

verified by the Director of Fire Prevention/Law Enforcement Training on the first day of class. First aid and C.P.R. training are required by P.O.S.T. and the Health and Safety Code.

- High school graduation or equivalent.
- Willingness to subscribe to the "Law Enforcement Code of Ethics."
- Meet departmental medical guidelines (see Chapter 2120, Section 2111.1).
- Successful completion of Psychological Examination administered by State Personnel Board (SPB) with "Qualified" results.

Level: Academy

NOTE: Successful completion of the course is required prior to any employee receiving An appointment as a Peace Officer within the department.

PUBLIC OFFICER

4022.2.8

(No. 8 May 1999)

Course Description: Prepares participants to be appointed as a Public Officer under Penal Code Section 830.7(d). Topics of instruction include CAL FIRE law enforcement policy, law, report writing, misdemeanor citations and small claims. If background check is delayed, a student can be admitted to the course with permission of the Academy Administrator or the Director of Fire Prevention/Law Enforcement training.

Target Audience: Employees who will be appointed Public Officer under authority of Penal Code 830.7(d).

Course Length: 5 days (40 hours)

Prerequisites:

- Completion of training requirements of California Penal Code section 832.
- Completed background check (same as required for P.O.S.T. Basic course).
- High school graduation or equivalent.
- Willingness to subscribe to the "Law Enforcement Code of Ethics."

Level: Academy

(No. 8 May 1999)

The Resource Management section training plan consists of a series of courses designed to provide specialized training to personnel dealing with resource management issues.

ARCHAEOLOGICAL TRAINING FOR RESOURCE PROFESSIONALS

4022.3.1

(No. 15 May 2001)

Course Description: The course is a practical training course for the resource professional and other CAL FIRE personnel who may encounter archaeological sites; includes field surveying exercises and legal obligations.

Target Audience: CAL FIRE personnel involved in project management who may encounter archaeological sites on which some impact is being considered, particularly forest practice inspectors and vegetation management personnel.

Course Length: 3 days (30 hours)

Prerequisites: None

Level: Region

BASIC FOREST PRACTICE

4022.3.2

(No. 15 May 2001)

Course Description: Course provides an employee with basic knowledge and skills necessary to perform the duties of a Forest Practice Inspector. Provides new CAL FIRE inspectors with an orientation to CAL FIRE, discusses the California Forest Practice Program as it relates to policy, rules and regulations, Timber Harvest Plans, THP Review Process, conducting THP Inspections and inspection report writing.

Target Audience: This course is designed for new CAL FIRE Forest Practice Inspectors, resource specialists involved with the Forest Practice program and employees interested in a basic working knowledge of the Forest Practice Act.

Course Length: 5 days (40 hours)

Prerequisites: None

Level: Academy

BEHAVE PROGRAM FOR FIRE BEHAVIOR CALCULATIONS 4022.3.3

(No. 8 May 1999)

Course Description: The course familiarizes the student with BEHAVE, a collection of computer programs that predict fire behavior on forest or range lands. BEHAVE is based largely on Rothermal's 1972 fire spread model and grew out of materials developed for the U.S. Forest Service's national training course for Fire Behavior Analysts. BEHAVE is the system used in "Advanced Wildland Fire Behavior Calculations" S-490. An IBM compatible portable computer with 4 megabytes available on the hard drive and a printer is required.

Target Audience: Persons preparing burn plans, Vegetation Management Coordinators and those scheduled for "Advanced Wildland Fire Behavior Calculations" S-490.

Course Length: 2 days (16 hours)

Prerequisites: "Intermediate Fire Behavior" S-290. A portable or lap top computer and a modest knowledge of its use.

Level: Region

FOREST INSECT DISEASE IDENTIFICATION & 4022.3.4 MANAGEMENT

(No. 8 May 1999)

Course Description: Course content centers around the current forest/urban intermix pest problems and management strategies. At the end of the course students are able to identify insect, animal and disease problems that affect forest stands, recognize interactions between pests and management practices, make recommendations on management practices that will reduce the effects of pest problems and list pest control methods (chemical and cultural).

Target Audience: Foresters and others requiring knowledge of forest pests and their management.

Course Length: 3 days (24 hours)

Prerequisites: None

FOREST PRACTICE ENFORCEMENT

4022.3.5

(No. 15 May 2001)

Course Description: Covers CAL FIRE policy and objectives regarding forest practice. Designed as a continuing education tool to keep Forest Practice Inspectors current. Subjects include writing of forest practice violations, inspection reports, notices of intent, the injunctive process and archaeological considerations. A field exercise is included.

Target Audience: CAL FIRE Forest Practice Inspectors

Course Length: 5 days (32 hours)

Prerequisites: Three years as a CAL FIRE Forest Practice inspector, Basic Forest

Practice and P.O.S.T. Basic Academy or Public Officer recommended.

Level: Region

RX-300 PRESCRIBED FIRE INCIDENT COMMANDER 4022.3.6

(No. 15 May 2001)

Course Description: A "how-to" course designed to train Incident Commanders in safely and economically implementing and managing a prescribed burn project in accordance with an approved prescribed burn plan.

Target Audience: Incident Commanders on prescribed burns, usually field battalion chiefs and Vegetation Management Coordinators.

Course Length: 5 days (40 hours)

Prerequisites: Introduction to Fire Behavior Calculations or Advanced Fire Behavior Calculations (S-490).

Level: Region

FOREST GROWTH & YIELD FOR CAL FIRE

4022.3.7

(No. 8 May 1999)

Course Description: Whereas mensuration focuses on methods of estimating the static characteristics of the forest, this short course will focus on the dynamic nature of forests --growth measurement and the factors that affect growth. The emphasis in this short course is on those growth and yield issues affecting the Forest Practice Inspector's analysis of environmental planning documents such as Timber Harvest Plans (THPs), Non-industrial Timber Harvest Plans (NTMPs), and Sustained Yield Plans (SYPs).

Course Objectives: Characterize the rates of growth in tree height, diameter, basal area and volume (board-foot and cubic). Relate tree growth characteristics to the dynamics of stand growth and vigor (e.g., the effects of competition and tree size on stand

density and volume - Reineke's stand density index and Langsaeter's curve, etc.). Relate Model current and expected stand yield. Demonstrate an understanding of the effects of thinning on stand yield using CRYPTOS or CACTOS.

Target Audience: Forest Practice Inspectors and those involved with forest resource assessment.

Course Length: 5 days (40 hours)

Prerequisites: Students must be familiar with the use of basic mensuration instruments such as; diameter tape, clinometer, Biltmore stick, increment borer, and prisms; and must have a working knowledge of the contents of a Timber Harvesting Plan.

Level: TBA

FOREST MENSURATION FOR CAL FIRE

4022.3.8

(No. 8 May 1999)

Course Description: Methods and principles of measurement for contents of trees and stands. Use of volume tables. Use of statistical measures, sampling and inventory techniques.

Course Objectives: At the end of the training the student will be able to quantify a forest stand in terms of basal area and volume using one of several cruising techniques in a "hands-on" real-world environment.

Target Audience: Forest Practice Inspectors and those involved with forest resource assessment.

Course Length: 5 days (40 hours)

Prerequisites: Students must be familiar with math and statistics concepts; the use of basic mensuration instruments such as; diameter tape, clinometer, Biltmore stick, increment borer, and prisms; and must have a working knowledge of the contents of a Timber Harvesting Plan. A college level Forest Mensuration course is recommended.

Level: TBA

SILVICULTURE FOR CAL FIRE FOREST PRACTICE

4022.3.9

(No. 15 May 2001)

Course Description: This course is a "hands-on" "field oriented course on CAL FIRE useful silviculture. Student will evaluate prescriptions in stands and present their findings to the instructors. Topics include: silvicultural systems, regeneration methods, intermediate treatments, the connection between ecology, ecosystem management and silviculture; identifying and ranking silvic characteristics for California tree species; stand composition and structure; site index/site class field exercise; and the connection between tree physiology and operation environment.

Course Objectives: Upon completion of this course students:

Will recognize appropriate vs. inappropriate silvicultural prescriptions, and define the silvicultural prescription process. In addition, students will be able to analyze operational environment, and recognize "reasonableness" of prescription vs. Accuracy.

Target Audience: Forest Practice Inspectors and those involved with forest resource assessment.

Course Length: 10 days

Prerequisites: A college level forest silviculture is recommended

Level: TBA

RX-450 SMOKE MANAGEMENT TECHNIQUES

4022.3.10

(No. 15 May 2001)

Course Description: A "how-to" course designed to train Incident Commanders and Prescription Planners in smoke management techniques. Curriculum includes description of the smoke problem, smoke management influences and techniques, implementation and benefits of smoke management programs.

Course Objectives:

Target Audience: fire managers, prescribed planners, and Incident Commanders

Course Length: 5 days 40 hours

Prerequisites: Basic Fire Control - Fire Fighter Module or Basic Engine Operation (BFEO); S-290 Intermediate Wildland Fire Behavior or an agency equivalent course, Introduction to Wildland Fire Behavior Calculations (S-390)

Level: Region

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT) 4022.3.11 (No. 15 May 2001)

Course Description: This is provided by UC Extension. Covers CEQA process overview including purpose, legislative background, key participants and general process steps, and the significance of CEQA, the County General Plan, the Subdivision Map Act and the Local Government Planning Process.

Course Objectives: Students will be able to identify situations that require CEQA environmental review and comment effectively on environmental documents.

Target Audience: Regional and local environmental coordinator

Course Length: 3 days 16 hours

Prerequisites: None

Level: Unit

CACTOS/CRYPTOS

4022.3.12

(No. 8 May 1999)

Course Description: CACTOS and CRYPTOS are forest growth models for computers for the pine and redwood forest regions.

Course Objectives:

Target Audience: Forest Practice Inspectors and those involved with forest resource Assessment

Course Length:

Prerequisites:

ADMINISTRATIVE SERVICES TRAINING

4022.4

(No. 14 March 2001)

Administrative Services includes training in management and supervision, computers, finance, personnel services and material management.

EEO FOR SUPERVISOR OR MANAGER

4022.4.1

(No. 14 March 2001)

Course Description: This course is designed for the new supervisor and those who have not received training in this subject during the preceding two years. It briefly recaps the theories of equal employment opportunity and affirmative action as a building block for discussions about the supervisor's role in creating a work place free of harassment or discrimination. It will also contain an introduction to supervising a multicultural work force, the discrimination complaint process as it relates to supervisors, recruitment and retention techniques, and resources. It will cover the supervisor's responsibility as part of the hiring process.

Target Audience: Eight is mandatory for all new supervisors within one year of promotion to the Fire Captain level or equivalent (exception: Leadership Fundamentals and Leadership Development will meet this initial 8 hour requirement). Four hours is mandatory every two years thereafter and annual updates from Legal Counsel thereafter.

Course Length: 4-8 hours

Specifically, the 8 hour class will provide: introductory training regarding laws and definitions; intermediate training regarding the supervisor's role with respect to affirmative action goals; intermediate training regarding the supervisor's and employee's role with respect to reasonable accommodation; and advanced training regarding the supervisor's role with respect to sexual harassment, sexual orientation, work force diversity, the discrimination complaint process and gender discrimination. The 4 hour class will provide advanced training regarding the supervisor's role with respect to sexual harassment, work force diversity, affirmative action goals, basis of discrimination, and hiring and selection.

Prerequisites: None

(No. 14 March 2001)

Course Description: The first day of class is an overview of CALSTARS reports used for AFAS balancing and reconciliation. The next three days cover AFAS and will be in the computer lab with hands-on training. This course covers the following for CALSTARS: The coding system, time frames, inputs and reports/outputs (types, use of, econciliations, inquiries, and corrections). This course covers the following for AFAS: system capabilities, reports (types, use of), data entry and system maintenance.

Target Audience: For CALSTARS/AFAS users with little or no background who perform reconciling, balancing and creating ad hoc reports (finance technicians, for example).

Course Length: 5 days

Prerequisites: None

Level: Unit

CALSTARS

4022.4.3

(No. 14 March 2001)

Course Description: This class is for staff wanting an expanded version of the CALSTARS information given in the AFAS - Accounting Systems class for operating expenses. This class also covers labor distribution reports. Included are the coding system, time frames, inputs, and reports/outputs (types, use of, reconciliations, inquiries, and corrections), and year-end instructions.

Target Audience: CALSTARS is a separate one day class for those **NOT** attending the Accounting Systems class. This class is for staff wanting an in-depth review of CALSTARS operating expense reports and year end instructions. The CALSTARS class is most appropriate for administrative officers, staff services analysts and finance technicians who do not need AFAS training. **This does not replace the Accounting Systems class.**

Course Length: 1 day

Prerequisites: None

CAREER DEVELOPMENT

4022.4.4

(No. 14 March 2001)

Course Description: This course covers career planning, including assessing skills, setting goals and priorities, steps to success, interviewing and resumes.

Target Audience: Employees in clerical, semiskilled, crafts and trades, custodial and laborer classifications, and others needing information regarding career planning.

Course Length: 5 days (40 hours)

Prerequisites: None

Level: Unit

CAL FIRENET WIDE AREA NETWORK AND NETWORK 4022.4.5 ADMINISTRATION

(No. 14 March 2001)

Course Description: This course is designed to teach skills associated with the administration of CAL FIRE wide area network, work stations, electronic mail and the Intranet. Hands-on lab experience will be provided.

Target Audience: The primary focus of the course is Windows NT server administration with sections devoted to Outlook and Exchange mail, TCP/IP (Internet protocol) Wide Area Network and CAL FIRE's implementation of Microsoft technologies.

Course Length: 5 days

Prerequisites: Familiarity with microcomputers and network concepts.

Level: Unit

EQUAL EMPLOYMENT OPPORTUNITY (EEO) COUNSELOR TRAINING

4022.4.6

(No. 14 March 2001)

Course Description: Introduces the new counselor to the basic skills necessary to perform EEO counseling duties. It is designed to give the new counselor a structured approach to performing his or her many new duties and to refresh the veteran counselor to the changes that have recently occurred in the field of EEO.

Course Objectives: The participant will be prepared to: (1) conduct effective, thorough

counseling interviews, (2) gather information relevant to the allegation of discrimination, (3)attempt to resolve the complaint to the satisfaction of the concerned parties, (4) report in writing the course and results of his/her counseling efforts.

Target Audience: Persons assigned, on a part-time or full-time basis, as departmental EEO counselors. Other persons with EEO responsibilities will be accepted.

Course Length: 3 days

Prerequisites: None

Level: Unit

EXCEPTIONAL LEADERSHIP (CHIEF OFFICER COLLEGE, YEAR TWO)

4022.4.7

Course Description: You will learn three core leadership tasks to develop others, chart a clear course, and review personal resources. You will learn how to apply the nine behaviors of exceptional leadership to chart a clean vision, multiple option thinking, intellectual risks, prepare people for change, encourage teamwork, empower and motivate others, develop a passion for work and stretch personal creativity. Participants will tour key areas of the department.

Target Audience: This course is designed for Battalion Chiefs, Supervisors and managers. It is part of the second year CAL FIRE Chief Officer College.

Course Length: 5 days (2 days of field trips)

Prerequisites: Leadership Development and Management Development (or the former Supervision 3 and 4).

Level: Academy

FEDERAL EXCESS PERSONAL PROPERTY (FEPP) TRAINING

4022.4.8

(No. 14 March 2001)

Course Description: FEPP training focuses on reducing your fire budget by acquiring FEPP. You will learn money saving techniques that are working for other FEPP users. The course has been divided into 3 sections: Introduction to FEPP (for coordinators, chiefs and managers - 1/2 day) covers roles and responsibilities, acquisition limits, accountability and Rural Community Fire Protection (RCPF's). Screening Property (for coordinators and screeners - 1/2 day) covers acquisition plan, how and where to screen, completing transfer orders, excess personal property and completing receiving copies. Managing FEPP (for coordinators - 1 day) covers usage, Property Management Information System (PMIS), disposal, RCFP's and aircraft.

Target Audience: Audience depends on the course section. Introduction to FEPP is for coordinators, chiefs, managers. Screening property is for coordinators and screeners. Managing FEPP is for coordinators.

Course Length: 2 days (3 sections of varying length totaling 2 days).

Prerequisites: None

Level: Unit

INVENTORY MANAGEMENT

40421.4.9

(No. 14 March 2001)

Course Description: This course covers managing a service center. Topics include policy, security, inventory management procedures, service center layout, shipping and receiving, conducting an inventory, disposal of surplus property and Automated Property Inventory System (APIS).

The course is divided into modules to meet the needs of various levels of employees. Module I, for example, could be taught as part of another meeting or workshop.

Module I Module II Module III

- Policy & Security (M511)
- Inventory Management Procedures (M512)
- Automated Property Inventory System (APIS) (M513)

Target Audience: Entire course is appropriate for employees working in the material management function. Module I is appropriate for supervisors of employees working in the material function. Module II is appropriate for anyone who has responsibility for carrying inventory, stock or supplies, for example, Heavy Equipment Mechanic, Heavy Fire Equipment Operator.

Course Length: 2 days

Prerequisites: None

ISSUE PAPER TO BCP (CHIEF OFFICER COLLEGE, YEAR TWO)

4022.4.10

Course Description: Groups will work on realistic issues and develop solutions. You will learn how to prepare concept and issue papers and their components and purposes (emergency plan development, technical report writing, writing skills, budget preparation, master plan development, writing standard operation procedures, grant and policy writing, contracts) how to prepare budget change proposals (BCP); identify how the issues fit into the departments strategic plan; and perform a presentation. This course includes a follow-up project with the Unit Chief/Program Director to identify and work on actual issue papers or BCP.

Target Audience: Battalion Chiefs and managers. This course is part of the second year program in the CAL FIRE Chief Officer College.

Course Length: 5 days and follow-up project

Prerequisites: Leadership Development and Management Development (or the former

Supervision 3 and 4)

Level: Academy

EEO/CREATING A WORKPLACE FREE OF DISCRIMINATION/SEXUAL HARASSMENT

4022.4.11

(No. 14 March 2001)

Course Description: This course is designed to reinforce the introductory concepts delivered to new employees and function as a first time exposure for employees who have not yet been trained. It will emphasize the student's role in a multi-cultural work force; nondiscrimination; and creating a sexual harassment free work environment. It will also train students about the availability and role of the EEO counselor; the discrimination and subject of the complaint. This course also covers sexual orientation, emotions, AA goals, laws, definitions, gender discrimination, reasonable accommodation, basis of discrimination and history.

Target Audience: Mandatory for all new permanent employees during their first year of employment. For apprentices, it is incorporated into the first year of related and supplemental training. Supervisors and managers who take this course will find it useful as: 1) a foundation if they have not been formally trained in this subject; 2) a refresher course if it has been some time since their initial training; and 3) as a means of staying current with subject matter being delivered to and relied upon by their staff.

Course Length: 8 hours during first year and four hours every 2 years thereafter (exception: Leadership Fundamentals or Leadership Development will replace one of these refresher sessions)

Prerequisites: None

Level: Unit

EEO/DISCRIMINATION AND SEXUAL HARASSMENT 4022.4.12 PREVENTION

(No. 14 March 2001)

Course Description: This course is an orientation designed to acquaint the employee with departmental policies in terms of forms of behavior that will not be tolerated (i.e., that which is discriminatory with respect to sexual orientation or gender, or constitutes sexual harassment), work force diversity and the discrimination complaint process. **Target Audience:** Mandatory, upon appointment, for all new seasonal, limited term (LT) Fire Apparatus Engineers, volunteers and paid call firefighters.

Course Length: 2 hour minimum

Prerequisites: None

Level: Unit

PROCESSING FINANCIAL DOCUMENTS

4022.4.13

(No. 14 March 2001)

Course Description: This course covers the processing of financial documents such as Subpurchase Orders, non-liquidating numbered documents, revolving fund documents, audit of Travel Expense Claims, petty cash documents, Collections and Deposits, and Emergency Time Reports. This course does not include the principles of purchasing. (For this information, please take the Purchasing class). **NOTE:** Completing the Travel Expense Claim is covered in the Travel Expense Claims class.

Target Audience: Persons processing financial documents in regions, units and camps.

Course Length: 4 days

Prerequisites: It is recommended that students have taken the Travel Expense Claims (TEC) class or understand the TEC process.

PROGRESSIVE DISCIPLINE

4022.4.14

(No. 14 March 2001)

Course Description: This course is designed to provide supervisors and individuals working in a lead capacity information on the progressive discipline process. Students will learn how to identify, prevent and correct disciplinary problems. This class is the same one contained within Leadership Development. Sacramento Headquarters staff are available to conduct this course on request.

Target Audience: Supervisors or individuals functioning in a lead capacity.

Course Length: 1 day

Prerequisites: None

Level: Unit

PURCHASING PAYMENT CERTIFICATION

4022.4.15

(No. 14 March 2001)

Course Description: This course covers procedures to buy large accountable equipment items, how to use the special delegated purchasing authority, guidelines for purchasing from other state agencies such as Prison Industries Authority and Department of General Services, etc., and how to properly use the Subpurchase Order (SPO).

Target Audience: This course is required for all persons prior to purchasing such as Service Center employees, Fire Crew/Administrative Captains administrative officers, procurement specialists, supply unit leaders, procurement unit leaders, and others who procure tangible commodities; i.e., fire hose, subsistence, truck tires, etc.

Course Length: 8 hours

Prerequisites: None

Level: Unit

LEADERSHIP FUNDAMENTALS

4022.4.16

(No. 14 March 2001)

Course Description: This course covers problem analysis; communications - non-verbal, oral, listening, written; EEO/sexual harassment (4 hours minimum); leadership – situational leadership, motivation, goal setting; Performance Management - EAP, discipline, performance appraisal, personal effectiveness - time management, stress

management; teamwork - conflict resolution, team building; and influencing the organization.

Target Audience: Mandatory for FAE apprentices and Fire Captains; recommended for all permanent employees including administrative and support staff who lead others. Leadership Fundamentals replaces Supervision 2.

Course Length: 5 days

Prerequisites: None

Level: Region

LEADERSHIP DEVELOPMENT

4022.4.17

(No. 14 March 2001)

Course Description: This course covers discipline, substance abuse, written communications, duty statements, job specifications, performance standards, performance appraisals, problem solving, coaching, counseling, AA/EEO (4 hours minimum), labor relations, stress management, conflict resolution, group dynamics, situational leadership, power, drug testing, media and public contacts, hiring interviews, listening skills and managing your supervisor. **NOTE:** This course is a prerequisite to Management Development.

Target Audience: Mandatory for newly appointed designated supervisors; recommended for Fire Captains and all fire protection, resource management, administrative and support staff who lead others. Leadership Development replaces Supervision 3.

Course Length: 5 days (40 hours)

Prerequisites: None

Level: Academy

MANAGEMENT DEVELOPMENT (Chief Officer College, Year One)

4022.4.18

(No. 14 March 2001)

Course Description: This course is part of the CAL FIRE Chief Officer College. It covers situational leadership, power coaching, creative problem solving, management style, conflict management, Employee Services, adjusting to changing situations, organizational stress, reasonable accommodation, light/limited duty, return to work

program, ethics, meetings, listening skills, learning blocks and non-verbal communication.

Target Audience: Mandatory for newly appointed designated supervisors; recommended for all fire protection, resource management, administrative and support staff.

Management Development replaces Supervision 3.

Course Length: 5 days (40 hours)

Prerequisites: Leadership Development

Level: Academy

TIME REPORTING

4022.4.19

(No. 15 May 2001)

Course Description: This course covers the proper completion of time reporting documents for all CAL FIRE work week groups. This course covers, WTR, Pacmans and E-Pay.

Target Audience: Personnel staff and others interested in processing time reporting documents.

Course Length: 4 days

Prerequisites: None

S-290 INTERMEDIATE WILDLAND FIRE BEHAVIOR

4022.8.1

(No. 15 May 2001)

Course Description: Emphasizes recognition of factors relating to fuels, topography and weather that affect wildland fire behavior; application of the theory and principles presented; presents tools for better decision-making based on predictions for fire behavior.

Target Audience: All employees Fire Apparatus Engineer and above.

Course Length: 5 days (32 hours)

Prerequisites: BFC 1A, BFC 1B, AND BFC 2A

Level: Region

INTRODUCTION TO WILDLAND FIRE BEHAVIOR CALCULATIONS (S-390) and BEHAVE - FIRE BEHAVIOR PREDICTION AND FUEL MODELING SYSTEM

4022.8.2

(No. 15 May 2001)

Course Description: S-390 is the third in a five course series developing wildland fire behavior prediction skills and knowledge. The prepares students to predict fire behavior using nomograms and CAL FIRE version course also includes BEHAVE a collection of computer programs that predict Fire Behavior on forest or range lands.

Target Audience: Fire managers, prescribed fire planners, and fire Incident Commanders.

Course Length: 40 hours

Prerequisites: BFC 1A, BFC 1B, AND BFC 2A; S-290 Intermediate Wildland Fire Behavior or an agency equivalent course (it is recommended the student has attended IWFB in the last three years); completion of a **pre-work package** with sections on math, calculations of slope and introduction to wildland fire behavior using nomograms. A portable or lap top computer and a working knowledge of its use.

Level: Region

ADVANCED WILDLAND FIRE BEHAVIOR CALCULATIONS FOR CALIFORNIA (S-490)

4022.8.3

(No. 15 May 2001)

Course Description: Advanced Wildland Fire Behavior Calculations for California (S-490) is an interagency training course in calculating and predicting fire behavior in both prescribed fire and fire suppression activities. Participants will determine appropriate fire model inputs, make calculations and use calculated outputs to estimate fire growth and interpretations of fire behavior. Course will utilize the BEHAVE program. A portable computer is required.

Provides an opportunity to learn and apply skills that are crucial to California's fire protection and resource management efforts. This technical training is a major contribution to both preventing prescribed fire escapes and suppressing wildfires through an improved understanding of fire behavior.

Target Audience: Fire managers, prescribed fire planners, and fire Incident Commanders.

Course Length: 5 days (40 hours)

Prerequisites: BFC 1A, BFC 1B, AND BFC 2A; S-290 Intermediate Wildland Fire Behavior or an agency equivalent course, Introduction to Wildland Fire Behavior Calculations (S-390) and BEHAVE program training; must have achieved an 80% score or higher on the closed book pre-test. A portable or lap top computer and a working knowledge of its use.

Level: Academy